EO - How do we make this poli: part of a permanent reference on all policy matters ??

D/ODP

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A milestone in ODP Personnel Mgt.

ODP-917-77
16 May 1977

MEMORANDUM FOR: Chief, Clerical Staffing Branch, PSB,
                      Office of Personnel

FROM   :   ████████████████████   STATINTL

                   Deputy Director for Processing, ODP

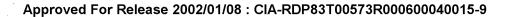SUBJECT   :   Modified Typing Test for Data Transcription

1. At the present time, there is no aptitude test being employed for data transcription. I also understand that the use of the Agency typing test as a test instrument has been discussed in the past, but we have never pursued the matter in ODP.

2. It is quite clear that the keyboard skills required of a typist and a data transcriber are very similar. However, the work environment of a data transcriber is more stressful and demanding, because of the heavy emphasis placed on production and accuracy.

3. Since strict enforcement of a passing score on the Agency typing test might well preclude the employment of an individual who has an aptitude for data transcription, I would ask that you alter the method of scoring the typing test. The typing test with modified scoring would then serve as the means of assessing aptitude for data transcription.

4. The basic skill we are seeking is keyboard speed. Our experience has shown that data transcribers who are fast can be expected to improve their accuracy with practice. It is more difficult to train a data transcriber who does not possess the speed initially.

5. The typing test should be scored as follows:

    Score = (speed - errors), where

    o Score must be at least 38

    o Speed is the speed as calculated on the typing test

    o Errors is the absolute number of errors made during the test, but not to exceed 25

6. When a vacancy exists, we will consider as candidates for employment in data transcription those individuals whose score is 38 or higher.

STATINTL

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